

## ZPT2013 REPORT

(AVAILABLE TO LEAVE ADMINISTRATORS)

Report ZPT2013 provides a list of Infotype 2013 – Quota Correction records. This report provides a more convenient way to view the records than using transaction code PA61 or PA20. Quota Correction records are used to adjust quota balances when appropriate and were used to load conversion balances.

1. Enter transaction code ZPT2013.

The screenshot shows the SAP ZPT2013 Quota Correction report selection screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main title is "2013 Quota Correction". Below the title, there are three tabs: "Further selections", "Search helps", and "Sort order". The "Further selections" tab is active, showing the "Period" section with radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". The "Other period" option is selected, and there are input fields for "Data Selection Period", "Person selection period", and "Payroll period". The "Selection" section contains input fields for "Personnel Number", "Employment status", "Company Code", "Payroll area", "Pers.area/subarea/cost center", and "Employee group/subgroup", each with a corresponding arrow icon. The "Additional data" section has input fields for "Absence Quota Type", "Operation Indicators for Aut", "Transfer Accrued Entitlement", and "Name of Person Who Changed O", each with a corresponding arrow icon. The "Output Options" section includes a "Query Title" field with the value "2013 Quota Correction Records", and radio buttons for "Output to ALV", "Output to Local File", and "Output to Appl. Server File". There are also checkboxes for "Overwrite file if it exists", "Show Header/Footer", and "Enable Header for Print Output".

Program Edit Goto System Help

2013 Quota Correction

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Company Code

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Additional data

Absence Quota Type to

Operation Indicators for Aut to

Transfer Accrued Entitlement to

Name of Person Who Changed O to

Output Options

Query Title 2013 Quota Correction Records

☒ Output to ALV ALV Variant


☐ Output to Local File

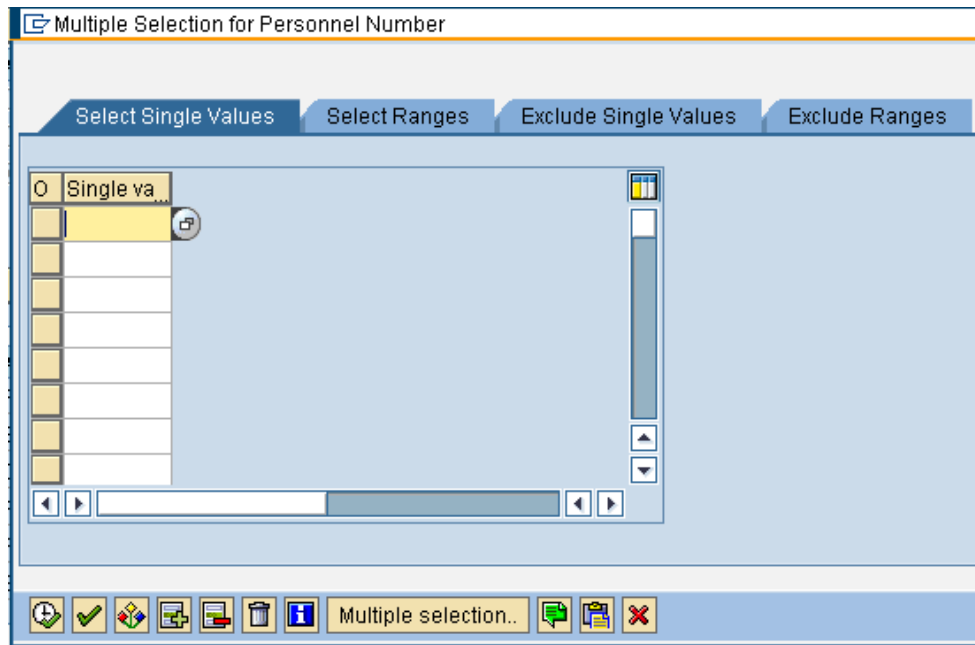
☐ Output to Appl. Server File



☐ Overwrite file if it exists

☒ Show Header/Footer ☐ Enable Header for Print Output

In the Period section, the “Other period” radio button is selected by default. It can be left as is. The dates in this section are used by the report to select the employees who are valid at that time.

2. In the Selection section, click the “Multiple selection” button beside Personnel Number field 



3. Click the “Upload from clipboard” button  (assuming you have a list of Personnel Numbers already copied into your clipboard from a spreadsheet). You can also type in specific Personnel Numbers.
4. Click the “Copy” button 

**Tip:** This report will run fastest if Personnel Numbers are entered in the selection criteria.

**2013 Quota Correction**

Further selections | Search helps | Sort order

**Period**

☐ Today
 ☐ Current month
 ☐ Current year  
☒ Up to today
 ☐ From today  
☐ Other period  
 Data Selection Period: [ ] To: [ ]  
 Person selection period: [ ] To: [ ]  
 Payroll period: [ ]

**Selection**

Personnel Number: 1482744  
 Employment status: [ ]  
 Company Code: [ ]  
 Payroll area: [ ]  
 Pers. area/subarea/cost center: [ ]  
 Employee group/subgroup: [ ]

**Additional data**

Absence Quota Type: [ ] to: [ ]  
 Operation Indicators for Aut: [ ] to: [ ]  
 Transfer Accrued Entitlement: [ ] to: [ ]  
 Name of Person Who Changed O: [ ] to: [ ]

**Output Options**


Query Title: 2013 Quota Correction Records

☒ Output to ALV [ ] ALV Variant  
☐ Output to Local File [ ]  
☐ Output to Appl. Server File [ ]  
☐ Overwrite file if it exists  
☒ Show Header/Footer ☐ Enable Header for Print Output

5. In the Additional data section, you can enter values in the fields to further restrict your search for records.

**Tips:**

- You can get more specific results by entering a quota type in the “Absence Quota Type” field in the “Additional data” section. This will return just the records for that specific quota type.
  - You can get more specific results by entering the Leave Admin’s Personnel Number (include leading zeroes) in the “Name of Person Who Changed O” field. This will return just the 2013’s created by that Leave Admin, but may take several minutes to run.
6. In the Output Options section, you can change the query title if you like. The default value is “2013 Quota Correction Records”. You can also output the results directly to a file by selecting the “Output to Local File” radio button and entering a file path and name.

7. Click the “Execute” button 
8. View the results.

2013 Quota Correction							
2013 Quota Correction Records							
Personn...	Start Date	End Date	A...	Quota number	O	T	Changed by
885602	12/01/2007	12/01/2007	10	15.49000	+	Y	90000000
885602	12/01/2007	12/01/2007	15	750.49000	+	Y	90000000
885602	12/01/2007	12/01/2007	50	0.11000	+	Y	90000000
888518	12/01/2007	12/01/2007	10	43.95000	+	Y	90000000
888518	12/01/2007	12/01/2007	15	233.64000	+	Y	90000000
902801	12/01/2007	12/01/2007	50	156.00000	+	Y	90000000
902801	12/01/2007	12/01/2007	15	595.45000	+	Y	90000000
902801	12/01/2007	12/01/2007	10	302.44000	+	Y	90000000
912413	12/01/2007	12/01/2007	10	292.38000	+	Y	90000000
912413	12/01/2007	12/01/2007	15	156.37000	+	Y	90000000
912413	03/22/2008	03/22/2008	20	0.50000	-	Y	00934284
912413	03/22/2008	03/22/2008	22	0.50000	+	Y	00934284
912413	01/01/2008	01/01/2008	40	8.00000	+	Y	01104877
913365	12/01/2007	12/01/2007	50	200.00000	+	Y	90000000
913365	12/01/2007	12/01/2007	15	1,209.28000	+	Y	90000000
913365	12/01/2007	12/01/2007	10	318.78000	+	Y	90000000
924312	12/01/2007	12/01/2007	10	200.58000	+	Y	90000000
924312	12/01/2007	12/01/2007	15	441.56000	+	Y	90000000
924312	12/01/2007	12/01/2007	50	200.00000	+	Y	90000000
924847	12/01/2007	12/01/2007	50	146.00000	+	Y	90000000
924847	12/01/2007	12/01/2007	15	1,749.33000	+	Y	90000000
924847	12/01/2007	12/01/2007	10	218.73000	+	Y	90000000

Columns in the results:

The **Personnel Number** identifies the employee.

The **Start Date** and **End Date** should always be the same. They represent the effective date of the quota correction.

The **Absence Quota Type** indicates which quota was affected by the quota correction.

The **Quota Number** is the number of hours of the correction that was applied.

The **Operation** indicates whether the correction was an increase (+) or and reduction (-). The replace (=) operation indicator should never be seen on a record. If it is seen, the record should be reviewed and changed appropriately.

The **Transfer Immediately** indicator should always be the value "Y". If another value is seen, the record should be reviewed and changed appropriately.

The **Changed By** value indicates the personnel number of the leave admin who created or last changed the record.

**Tips:**

- The results can be sorted, filtered, exported to a spreadsheet, etc, as with any ALV grid report.
- Once you have results, you can further narrow them down to see just records dated in a specific time period by right-clicking on the Start Date column, selecting "Set Filter...", and entering the date range for which you want to see records. Click the green check to apply the filter.